

Daily Scrum Meeting Minutes

Attendees: Juan Azcuna, Aiyanna Ferguson, Ivan Ortiz

Team Leader: Juan Azcuna

Start time: 8:30 PM [09/11/2024]

End time: 9:00 PM [09/11/2024]

< Enter Team Member 1's Name>: Juan Azcuna:

- How many hours did I work since the last meeting?
 - 4
- What was done since the last scrum meeting?
 - Meet with the team and talked about strategies to complete the most of the users stories for this sprint also finished submitting my time to the spreadsheet and we got a pretty good range of hours to meet daily in everyone's preference. Doing some more research for the project base.
- What is planned to be done until the next scrum meeting?
 - I plan to work more on having the base of the project done and maybe commit the changes by the end of the week.
- What are the hurdles?
 - We got a minus one teammate this week and we are discussing the next steps for the project.

< Enter Team Member 2's Name>: Aiyanna Ferguson:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Met with teammates to discuss progress with individual user story tasks. In addition, we discussed future plans for the project and scheduling for our upcoming meetings. Continued research on API integration and discussed it with

our project lead to determine which sub-APIs we would be incorporating into the extension.

- What is planned to be done until the next scrum meeting?
 - I'll continue working with the team to develop more comprehensive research for the project. I'll also work to gather additional research in this area and add to shared document.
- What are the hurdles?
 - Here are some of the hurdles:
 - Meeting at a reasonable time that works with everyone's schedule.

<Enter Team Member 3's Name>: Ivan Ortiz

- How many hours did I work since the last meeting?
 - 4
- What was done since the last scrum meeting?
 - We managed to figure out the availability for everyone in the newly formed group, but I'm still figuring out how to be working while at work since the lead members are working around the same time.
- What is planned to be done until the next scrum meeting?
 - User Story 4
- What are the hurdles?
 - That its the third week and we are working despite missing a team member